

CONFIDENTIAL

Approved For Release 2001/08/16 : CIA-RDP55-0001A000100160048-7

## Office Memorandum • UNITED STATES GOVERNMENT

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TO : [REDACTED]

DATE: 27 December 1951

FROM : [REDACTED]

SUBJECT: Report for Week 20-27 December 1951

1. Progress is being made toward completing all essential details for the Orientations Course:

- a. Several of the presentation briefs have been received from the speakers. We expect to receive the others today. These will be included in the printed program under the topic heading as an indication in each instance of the subject matter content and as a mental refresher for those who look at the program after the Course is finished.
- b. The visual aids have been discussed with [REDACTED]. We are going to salvage quite a number from the last Course.
- c. A meeting has been set up for today with the printers as soon as a deadline is determined for the printing of the program, then all other items will be geared accordingly.

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2. The response to date on numbers who will attend the Orientations Course has been running high. For example, ORR have put in a request for one hundred. The rest of the offices are scheduled to report by Saturday, 29 December.

3. A meeting was held with chair manufacturers for adequate seating accommodations in the CIA Orientations Room. The three remaining items to be done to the room are the carpeting, the chairs, and the audio system. A separate item upon which a special committee is reporting to Colonel Baird is the ventilation system for the room.

4. Arrangements have been worked out with the Budget Officer, Mr. Ed Saunders, to keep the CIA Orientations Officer posted on written budget material presented by the various offices throughout CIA. In this way, we hope to keep abreast of current organizational patterns and pending organizational changes.

5. After discussion with Deputy Director of Training (General), submitted to the Advisor for Management a form called "Certificate of Attendance" which will be used to check on the attendance of people at the weekly Intelligence Indoctrination Courses.

ORIGINAL CL BY 06/790 DECL  REVW ON 17-9-89EXT BY ND 6 YRS BY Some  
REASON Approved For Release 2001/08/1

JOB NO. 42 NO CHANGE  
IN CLASS CONFIDENTIAL OUT CLASS CONFIDENTIAL  
NEXT REV DATE 89 REVW BY 29-12-22  
NO. PCS / CREATION DATE 12974 REVIEWER TYPE DOC. 02  
REV CLASS C REV COORD. ORG COORD C REV CLASS U  
AUT: ER 70-3

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